

**Memorandum of Understanding
Between United Way Santa Cruz County and the City of Capitola regarding
The Youth Liaison Program**

This Memorandum of Understanding (“MOU”) is entered into between United Way Santa Cruz County (DBA United Way), a California 501(c)3 non-profit corporation and the City of Capitola (“City”), a California municipal corporation, and is effective as of the date fully executed. City and United Way are referred to collectively herein as the “Parties”.

United Way Santa Cruz County partners with donors, volunteers, advocates, governments, and other nonprofits to co-design collaborative programs that lead to positive and sustainable outcomes for highest needs youth. The City wishes to partner with United Way to participate in a Youth Liaison Program, where high-school aged students can connect with their community and experience local government. The Youth Liaison Program is designed as a connection between young people and City Council members, ensuring that youth perspectives are considered in the decision-making process.

The City of Capitola wishes to participate in the Youth Liaison Program. The Parties desire and agree to partner in the following manner:

1. The City agrees to do the following:

- Provide funding to United Way to pay youth liaison participant stipends.
 - In FY 2024-25 the City has agreed to grant \$1,300 (\$650 for two students each)
- Assist with liaison recruitment and outreach.
- Participate in Youth Liaison Program Orientation.
- Facilitate Council Member mentoring for each selected Youth Liaison participant.
 - Participating Council Members will consent to finger-printing through the local school district
- Coordinate annual presentation during a City Council meeting for Youth Liaison participant to summarize their experience as a Liaison.

2. United Way Santa Cruz County agrees to do the following:

- Collaborate with City staff to provide Youth Liaison Program framework and structure.
- Create and host online applications; perform recruitment for liaison applicants.
- Collaborate with City Staff on liaison selection process.
- Perform Youth Liaison Program logistical onboarding before Youth begins with the City; including liability and media release forms, and emergency contact and stipend paperwork
- Collaborate with City staff to create and host Youth Liaison Program Orientation
- Provide United Way developed “Working with Youth” policies for City staff and Council Members
- Pay youth stipends

United Way and City indicate agreement with this MOU by their signatures below:

UNITED WAY SANTA CRUZ COUNTY

Sarah Emmert, Director of Community Impact Date _____

CITY OF CAPITOLA

Jamie Goldstein, City Manager Date _____